

CEYLON PETROLEUM CORPORATION

VACANCIES

Applications are invited from citizens of Sri Lanka to be considered for the undermentioned Post in the service of the Corporation.

GRADE	POST	SALARY
B - 3	TYPIST (ENGLISH)	RS.59100 - 70075 5x675 - 10x760

NATURE OF APPOINTMENT : PERMANENT

REQUIRED QUALIFICATIONS

1. G.C.E (O/L) examination in 06 subjects with a pass in English Language, in not more than two sittings.

OR

2. A credit pass in English Language at the G.C.E (O/L) examination
3. Should have a typing speed of 40 words per minute (45 words per minute on an electronic type writer and 50 words per minute speed on computer)
4. Should not be more than 35 years of age as at closing date of applications.
5. Should pass a Trade Test

FRINGE BENEFITS

Free Medical facilities under the Medical Assistance Scheme of the Corporation, Housing Loan facilities, Vehicle Loan facilities, etc.

The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%. The Corporation will also contribute 3% of the salary towards the ETF.

HOW TO APPLY

Application using the prescribed form should be forwarded with names and addresses and contact details of two non-related referees. Certified copies of all Educational certificates should be enclosed along with the application. Application Form could be down loaded from the official website of the Ceylon Petroleum Corporation www.ceypetco.gov.lk

Applications from employees in Government Departments and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.

The post applied for should be written on the top left hand corner of the envelope which contains the application should be sent to the following address by registered post on or before 20.04.2018

The application not complying the above requirements will be rejected.


CHAIRMAN
CEYLON PETROLEUM CORPORATION
NO. 609, DR. DANISTER DE SILVA MAWATHA
COLOMBO 09

06-04-2018
S/sn